

How to RSVP on Eventbrite for Training v4

1. Click the blue text link in your email or type in the web address on your assignment letter to RSVP for a training session.
2. Select the training session that fits your schedule:
 - a. Left Click the drop down arrow to see the available options and
Left Click again to select a date and time
 - b. Skip this step, unless you are registering for more than one person.
Left Click the number of people you are registering
 - c. Left click "Register" to continue.

Refresher-E Poll Book

Chris Swope, Lansing City Clerk

Tuesday, October 27, 2015 from 9:00 AM to 11:00 AM (EDT)

Lansing, MI

Available Dates

Tuesday, October 27, 2015 from 9:00 AM to 11:00 AM

Step 2a

Ticket Information

TYPE

END

QUANTITY

Don't Print Ticket

Oct 27, 2015

Free

1

Step 2b

Register

Step 2c

3. The next screen will appear asking for some information to finalize and confirm your place.

4. Left Click in the box and type the required information for:

- first name,
- last name,
- email twice.

Registration Information

5:11 Please complete registration within 8:00 minutes. After 8:00 minutes, the reservation we're holding will be released to others.

* Required Field

Your Information

Have you used Eventbrite before? [Sign In To Your Account](#)

Step 4

First Name: * Josie

Last Name: * Sample

Email Address: * Samplej94@elections.com ✓

Confirm Email Address: * Samplej94@elections.com ✓

By clicking "Complete Registration", I acknowledge that I have read and agree with the Eventbrite [terms of service](#), [privacy policy](#), and [cookie policy](#).

Step 5

Complete Registration

Ignore this message.
You do not have to create an account.

Click here to continue

5. Left Click "Complete Registration" to continue

[Back to E Poll Book Self guided training & Test](#)

You're going to E Poll Book Self guided training & Test!

Your order has been saved to My Tickets

✓ Order #344449241 1 ticket

✓ Your ticket has been sent to Samplej94@elections.com

Go to My Tickets

6. The Confirmation screen should appear letting you know your order is complete! You are not required to print out a ticket or create an account. You should receive a confirmation email. Any questions or concerns, call the office at 517-483-4131.